

MADISON PARKS AND RECREATION SUMMER DAY CAMP 2012 Handbook

Welcome to Summer Day Camp 2012. This will be the first year that the Madison Parks and Recreation Department will offer this type of program. We hope that you child will have a fun and memorable experience with us this year.

We have highlighted a few major points of our program in this handbook to help you better understand our service and the type of program that we will be offering. If you find that you need additional information, please contact Kelly Johnson at 256-772-9300 or Kelly.Johnson@madisonal.gov. Your questions, suggestions and ideas are always welcome and appreciated.

What is SDC?

FUNtastic Camp – Grades K – 1st – Campers will experience exciting fields trips, fun arts and crafts, educational guest visitors, storytellers, themed activities, games and loads of FUN!!!

Adventure Camp – Grades 2nd – 4th – Campers will have awesome field trips, cool arts and crafts, challenging games, character building games and activities, guest speakers, theme weeks and NONstop FUN!!

Extreme Camp – Grades 5th – 6th – Campers will have action packed extreme FUN!! Exciting field trips, character building activities, challenging games and activities and MUCH MORE!!!

Grade is for the 2011-2012 school year

Camp Dates

May 28 – August 3, 2012

Registration Fees and Tuition

Registration Fee - \$50.00 per child due at registration.

Tuition per week: \$110.00

You will be notified in advance of any additional fees if needed.

If financial assistance is needed, please contact Kelly Johnson at Kelly.Johnson@madisonal.gov.

Registration fees must be paid in full at time of registration. Your child will not be entered into the program until the registration fee is paid.

Tuition will be due on **Tuesday** of every week. You will have the option to pay for the entire summer, by the month or by the week. Failure to pay the tuition fee on the due date may result in additional fees to be paid on the following week. If payment is missed for two weeks, your child may be released from the program.

Goals:

Our program is designed to help the camper:

- ❖ Increase social skills with peers and adults
- ❖ Encourage participation and sense of belonging
- ❖ Acquire new interests and hobbies
- ❖ Gain an appreciation for the outdoors
- ❖ Develop skills that enhance the use of leisure time
- ❖ Make new friends

- ❖ Improve health and fitness through physical activities and recreation, and to have FUN!!

Staff Qualifications:

All staff members are carefully selected by experience and work ethic. All staff members are interviewed by the City of Madison Recreation Program Staff, will undergo a background check, reference check, and will complete comprehensive training. They must be CPR/FA certified. Counselors are selected based upon their experience with children, their ability to work with others and enthusiasm.

Staff/Camper Ratio:

1:10

All Field Trips – 1:7

Camp Hours

Camp begins each day at 8:30 am and ends at 4:30 pm. The gym will be open from 7:00 am – 5:30 pm for the camp program. Structured camp activities will begin at 8:30 am each morning unless a specific field trip requires an early departure. All campers should be picked up no later than 5:30 pm.

Where is Camp Held

Most camp activities will take place at Dublin Park. Activities will be in the gymnasium, Kids Kingdom, Soccer Fields, Walking Trail, Indoor and Outdoor Pool as well as other areas. Campers should be dropped off and picked up at the sign in area near the Dublin Park Gymnasium.

Drop Off/Pick Up Procedures

Drop off and Pick Up: Upon arriving at camp, we ask that you sign your child in with your initials (beside your child's name) and also when picking up your child. You will be required to show proper ID before we release your child. Only the names on the registration form are permitted to remove your child from our care. These are necessary safety precautions. For normal drop off and pick up, please enter and exit thru the side door located near the gymnasium.

Parents should provide a note/email if pick-up plans are changed.

Late Fees

There will be a late fee of \$1.00 for every minute your child is not picked up after 5:30 pm. We will make every attempt to contact you, so an updated phone number should be on file. Your child may not return to camp until this fee is paid.

T-Shirts

A camp T-shirt will be provided. Campers may wear their shirt anytime throughout camp; HOWEVER, campers will be REQUIRED to wear their camp shirt on field trip days. You may purchase additional shirts for \$10.00 per shirt. No replacement shirts will be available the day of a field trip.

Field Trips

Campers are transported by a rental school bus (operated by Madison City School) on most field trips. Parents will be notified in advance of all planned field trips. Regular discipline policy will apply to all field trips.

Lunches/Snacks

Campers will need to bring their lunch Monday – Thursday.

Small cooler style lunch boxes are recommended as we do not provide refrigeration.

Lunch box should be labeled with the child's name on the outside of the lunch box.

Please include drink and utensils (if needed).

Campers will be provided pizza on Friday.

Lunch will be provided with some of the field trips. You will be notified in advance if you will need to send a lunch with your child.

It is recommended for campers to bring a water bottle with them to have during the day.

An afternoon snack will be provided each day.

Be Informed

A weekly newsletter will be sent out on Friday at checkout time. This will include information regarding the following week.

Swimming

- * We will be swimming on Thursday and Friday at the Dublin Outdoor Pool. Please have your child wear their swimsuit under their clothing and include a towel, sunscreen and a properly labeled change of clothing. Please apply sunscreen at home prior to SDC. Please pack under garments.
- * A complete list of swimming pool rules will be available during the first week of camp.
- * If you have any concerns about swimming, please consider signing your camper up for one of MPRD swim lesson opportunities. Please see the MPRD Aquatic Staff or check the Aquatic Bulletin Board for a complete list of lesson times
- * SDC staff will walk your camper to/from swim lessons at Dublin Park. Please provide a written note with instructions to your child's counselor.

Camp Visits

If adult guest (18 or older) is interested in observing camp, please make arrangements with the camp staff. Unregistered children and child guest are not allowed to attend camp with the campers. If having lunch with your child, let us know when you drop off camper in the morning. We will then tell you where we will have lunch that day.

Illness and Communicable Disease

If your child does not feel well, have him/her tell the counselor. The counselor will decide if the child should rest quietly for a short period or if a call should be placed to the child's parent/guardian.

Children who are ill with a contagious illness or fever may not attend the program. A temperature of 100.7 is considered a fever. If your child has a fever, or becomes ill while attending camp, we will call you. If your child is sent home with a fever, he/she must be fever free for at least 24 hours before returning to the program.

Injuries/Accidents

Every effort will be made to notify the parent/guardian immediately in case of an emergency/injury. In the event that the parent cannot be contacted or arrive at the site in ample time, the child will be transported to the nearest hospital in an emergency situation.

Medication

All medication must be turned in to the Camp Coordinator with a completed medicine form, provided by the City of Madison. The time, dosage and name of medication must be listed. A parent must sign this medication form. Medication MUST be in the original container, with the original label. Medications will be dispensed by the Camp Coordinator or Lead Counselor and will be documented.

Weather

In the event we should have severe weather, we will follow the guidelines set forth by our Operations Manager for the City of Madison. Please monitor the city's website, television stations and/or radio announcements for early dismissal.

Behavior Policy

The staff at SDC 2012 will strive to not only provide fun and learning experiences, but to also stress respect for the environment and others. The following procedure will be followed when children misbehave or break camp rules. We reserve the right to bypass one or more steps in the process if a situation warrants. Please review the rules with your child and make sure they are understood. We believe that you as a parent/guardian will appreciate knowing of any problem that your child may experience. Madison Parks and Recreation reserves the right to suspend or expel any camper from the program who poses serious continual

discipline problems, whether or not all of the steps in our discipline procedure have been completed. See Below:

MINOR OFFENSES: Disrespect of staff or participants, inappropriate behavior on the bus or on field trips and breaking general program rules.

Consequences:

- 1st Offense – Verbal warning followed by a note in file
- 2nd Offense – Loss of morning or afternoon activities and notify parents
- 3rd Offense – Written notice to parent/guardian
- 4th Offense – Termination from program or session. This will be up to the Recreation Director's discretion. No refunds will be given.

SERIOUS OFFENSES: Endangering another person's well-being, swearing or verbal abuse of staff or participants, stealing or destruction of property, general disregard for Unit Leaders, program and regulations. If we need to remove camper from program immediately, the parent will be notified.

Consequences:

- 1st Offense – Written notice to parent/guardian regarding the problem
- 2nd Offense – Removal from site, Camper will be with Director, and parent/guardian will be notified to pick child up
- 3rd Offense – Termination from Program, or session. This will be up to the Recreation Director's discretion. No refunds will be given.

What to Wear/Bring

1. Play clothes and tennis shoes are recommended. No open toe or open back shoes.
2. Campers should apply sunscreen before the camp day. We will encourage camper to reapply as necessary. We are outside about 85% of the day. SDC Staff will ONLY apply spray sunscreen on campers.
3. Lunches, jackets, sunscreen and other personal items should be marked with campers' name.
4. Children need to bring a towel and swimsuit on swim days only (Remember, we prefer the child wear their swimsuit under clothes if possible).
5. **IF YOUR CHILD WEARS GLASSES** – please make a plan with your camper for the safety of their glasses.
6. To maintain our proper staff/camper ration, campers may not bring friends or family members to camp that not enrolled in our program.
7. If your camper brings money to camp, we are not responsible if it lost or stolen.

Lost and Found

Due to limited space and cleanliness, lost and found will be cleared out frequently. Please check the lost and found every day for any belonging your child/children may have misplaced. Staff members will not take time away from campers to search for lost items. The SDC Staff and Madison Parks and Recreation assume no responsibility for the loss of personal property.

Donations

Donations will be accepted throughout the summer. If you have games, crayons, paper, craft supplies, etc. that you would like to donate, please contact the camp coordinator.

General Rules of SDC 2012 *Please review with your child*

- * Personal items (DS games, cards, toys, etc.) are NOT allowed at camp unless an activity calls for this. You will be notified in advance if your child can bring these items.
- * Avoid all forms of horseplay including piggyback rides, pool dunking, wrestling, hitting, kicking, pinching and picking each other up.
- * Sticks, rocks, dirt, sand and mulch should not even be picked up!
- * Campers are not allowed to walk around the building or any area without a staff person.
- * Only staff and campers are permitted in program areas.

- * Keep hands and feet to yourself – respect fellow campers.
- * Profanity or negative talk will not be tolerated.
- * If you do not feel well, tell your counselor.
- * If there is a problem, notify a staff member immediately.
- * Respect other campers, staff, equipment, facilities and yourself.
- * On the bus, remain seated; talk quietly and save food for later.
- * Always pick up and put equipment away.
- * Always ask permission from counselor to use restroom or to get a drink from the water fountain.
- * Campers should ALWAYS be with their counselor unless they have permission to be somewhere else.
- * Stay in program areas with your group at all times.
- * If a child consistently refuses to follow directions that apply to his or her safety, we will contact the parent/guardian immediately.
- * Please do not bring makeup, hairspray, body spray, cologne, etc. to camp. These things need to be left at home.
- * Please do not bring cell phones, or any type of electronic devices to camp.
- * Please do not bring any type of camera to camp.

Insurance

We make every effort to protect your child from injury. Unfortunately, accidents do happen. The Madison Parks and Recreation Department does not carry medical or accident insurance for program participants. The City does not assume any responsibility for injury or accidents occurring at programs, activities, special events, field trips, outing, etc.

Scholarship Program

The Recreation Department will be participating in the Recreational Scholarship Program, which can help cover part of the cost to qualifying children. Please contact Kelly Johnson at 256-772-2552 for additional information.

Refund Policy

Refunds are given only if the program is canceled by the Parks and Recreation Department or under extraordinary circumstances for health. A doctor's note will be required. If you are not satisfied with the program and would like a refund, please contact Kelly Johnson, Program Director.

SDC 2012-----Focusing on a Summer filled with Fun and Excitement!!!!

**CITY OF MADISON
SUMMER DAY CAMP 2012**

I have read all the policies set forth by the City of Madison Summer Day Camp 2012 and agree to abide by the policies.

I have provided a copy of my medical insurance card in case of any emergency that may arise while my child is attending the Summer Day Camp.

I have include my registration fee of \$50.00 per child along with other signed paperwork such as the registration form, field trip permission form, personal items form and behavior/discipline form. I have verified that all information is correct on all forms required by the City of Madison Summer Day Camp.

Parent/Guardian's Name (Please Print): _____

Parent/Guardian's Signature: _____

Madison Parks and Recreation Summer Day Camp 2012

Camper's Name _____

Grade (2011-2012 school year) _____ Date of Birth _____ Sex _____

Shirt Size (Circle One) Adult: XL L M S YOUTH: 14-16 10-12 6-8

Name of Parent/Guardian _____

Street Address _____

City, State, Zip _____

Email _____

(please provide email as we will email weekly newsletters and information)

Home Phone _____ Daytime Phone _____ Cell Phone _____

Madison City Resident: Yes/No

(Madison City Resident is defined as living at a residence that is eligible to vote for elected officials for the City of Madison.)

Emergency Contacts

Friends/relatives to be contacted in case of an emergency if parent cannot be reached:

Name _____ Daytime Phone _____

Name _____ Daytime Phone _____

Authorized Walk, Ride, Pick-Up Release

The following people in addition to parent/guardian have permission to pick the child up from camp:

Name

Relationship to Camper

(Unless otherwise notified, your child will not be able to leave camp with anyone except those listed above)

Does applicant have siblings enrolled in Summer Day Camp? If so, please list names and ages:

Medical Information: (Allergies, Disabilities, Special Instructions, etc.)

Will your child take medication during the hours of SDC? _____ *Yes _____ No

*If Yes, medical Release form will be emailed to you prior to start of Summer Day Camp

Every effort will be made to notify the parent or guardian immediately in case of emergency, illness to injury. In the event that the parent cannot be contacted or arrive at Camp in ample time, the child will be transported by ambulance in an emergency situation. In a non-emergency situation the child will remain at Camp until a parent or guardian can arrive. Parent/Guardian Initials _____

Please list ANY and all special needs that your child may have so that we can accommodate them properly. Staff needs to know about these prior to camp so we can be prepared!

We want your child to have a FUN experience!! Please describe any accommodations which may be needed for child's participation. Please include behavioral or physical concerns you may have.

Additional Comments:

Field Trip/Swimming Release

My Child, _____, has my permission to participate in field trips as part of the Madison Parks and Recreation 2012 Summer Day Camp Program. In the event that a mini-walking trip is scheduled, I hereby give permission for my child to walk to and from the location.

My child may also participate in the weekly swimming sessions at the Dublin Outdoor or Dublin Indoor Pool.

Photographic Release

I hereby do _____ do not _____ consent and authorize Madison Parks and Recreation to reproduce photographs or video taken of my child for education, advertising and publicity purposes of every description.

Parent's Authorization

I, the parent/guardian of the above named candidate for enrollment in Madison Parks and Recreation Summer Day Camp, hereby give my approval to his/her participation in any and all camp activities. I assume all risks and hazards incidental to such participation including transportation to and from the activities; and I do hereby waive, release, absolve, indemnify and agree to hold harmless the local program, organizers, sponsors, supervisors, participants and person for any claim arising out of an injury to my child. I understand that I am required to escort my child into the building and sign in and out my child daily. I understand the discipline and suspension policy of SDC 2012. I also understand that my child may be suspended without notice for negative behavior.

I understand that the rules of the SDC 2012 are designed for the well-being and safety of the children participating and failure to comply with these rules may result in suspension from SDC activities,

Parent/Guardian Signature _____ Date _____

For Your Information and Understanding

I understand that there will be NO prorating of fees for suspensions or absences unless ill. A doctor's note must be provided in order to receive a refund. Parent/Guardian Initials _____

City of Madison Summer Day Camp 2012 Behavior/Discipline Plan

Behavior Policy

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- * Sticks, rocks, dirt, sand and mulch should not even be picked up!
- * Campers are not allowed to walk around the building or any area without a staff person.
- * Only staff and campers are permitted in program areas.
- * Keep hands and feet to yourself – respect fellow campers.
- * Profanity or negative talk will not be tolerated.
- * Always show good sportsmanship.
- * If you do not feel well, tell your counselor.
- * If there is a problem, notify a staff member immediately.
- * Respect other campers, staff, equipment, facilities and yourself.
- * On the bus, remain seated; talk quietly and save food for later.
- * Always pick up and put equipment away.
- * Always ask permission from counselor to use restroom or to get a drink from the water fountain.
- * Campers should ALWAYS be with their counselor unless they have permission to be somewhere else.
- * Stay in program areas with your group at all times.
- * If a child consistently refuses to follow directions that apply to his or her safety, we will contact the parent/guardian immediately.
- * Please do not bring makeup, hairspray, body spray, cologne, etc. to camp. These things need to be left at home.
- * Please do not bring cell phones, or any type of electronic devices to camp.
- * Please do not bring any type of camera to camp.

I have read and understand the discipline/behavior policy for the City of Madison Summer Day Camp 2012 at Dublin Park.

Camper Signature: _____

Parent Name(Please Print): _____

Parent/Guardian Signature: _____

**CITY OF MADISON
SUMMER DAY CAMP 2012
FIELD TRIP PERMISSION FORM**

The City of Madison Summer Day Camp 2012 Program will have field trips scheduled throughout the summer to help ensure an exciting summer for our children. To help with our transportation, the Madison City Schools will provide the buses needed for our field trips.
Please fill out the following information to allow your child to attend the field trips.

I give my child _____ permission to attend the field trips with the Summer Day Camp 2012. By signing this form, I also understand that my child (children) will be expected to follow all rules and policies set forth by the Summer Day Camp.

Parent/Guardian (Print Name): _____

Parent/Guardian's Signature: _____

Date: _____

**CITY OF MADISON
SUMMER DAY CAMP 2012
PERSONAL ITEMS**

The City of Madison Summer Day Camp 2012 Program will not be responsible for any lost or stolen items while attending the camp program.

Any items brought to the Summer Day Camp must be labeled with the child's name on the item.

Camper Name (Please Print): _____

Parent/Guardian's Name (Please Print): _____

Parent/Guardian's Signature: _____

Madison Parks and Recreation
Summer Day Camp 2012

Child's Name: _____
(please print)

Please circle the dates your child will attend the Madison Summer Day Camp Program. Each camper will be allowed to miss 5 days of the camp and not be charged for missing. These 5 days can be used as needed or as vacation days.

	MON	TUE	WED	THU	FRI
Week #1	HOLIDAY	May 29	May 30	May 31	June 1
Week #2	June 4	June 5	June 6	June 7	June 8
Week #3	June 11	June 12	June 13	June 14	June 15
Week #4	June 18	June 19	June 20	June 21	June 22
Week #5	June 25	June 26	June 27	June 28	June 29
Week #6	July 2	July 3	HOLIDAY	July 5	July 6
Week #7	July 9	July 10	July 11	July 12	July 13
Week #8	July 16	July 17	July 18	July 19	July 20
Week #9	July 23	July 24	July 25	July 26	July 27
Week #10	July 30	July 31	Aug 1	Aug 2	Aug 3

By signing this calendar, you are agreeing that you have registered your child for the dates circled and acknowledging that you must submit payment for all of these dates with the exception of 5 personal days.

Parent's/Legal Guardian's Name (please print) Date

Parent's/Legal Guardian's Signature